



SPRFMO SC7-Report

Annex 13. SC Protocol for SPRFMO SC Submissions

Agenda

1. The Commission Rules of Procedure 4.1 provides for the Provisional Agenda to be prepared 90 days before the meeting. According to the Commission's Rule of Procedure 4.2 supplementary items on the Provisional Agenda could be included at least 65 days before the meeting if accompanied by a memorandum and any relevant documents on the proposed supplementary item.
2. At the beginning of the meeting the SC shall adopt its agenda. The Commission's Rule of Procedure 4.3 provides the possibility of additional items of an urgent character being included on the agenda. Supporting papers may accompany any request for additional items of an urgent character. Such additional items shall be included on the agenda subject to the approval¹⁷ of the SC.

Submission of Papers

3. Rule of Procedure 4.6 states that any papers pertaining to any item on the Provisional Agenda or supplementary items are to be provided to the Executive Secretary in electronic form no less than 30 days before the opening of the meeting. These papers will be included in the draft Document List as meeting Papers.

The Executive Secretary shall circulate them at least 20 days before the start of the meeting as per Rule of Procedure 4.6.

Exploratory Fishing Proposal

4. Paragraph 5 of CMM 13-2019 (Exploratory Fisheries) states proposals for an exploratory fishery shall be submitted no later than 60 days before the opening of the meeting. These proposals will be included into the draft Document List as meeting Papers and, consistent with the Rule of Procedure 4.5, shall be circulated by the Executive Secretary no later than 45 days before the opening of the meeting.
5. The SC utilises a Checklist (refer annex 12 of the SC6-Report) to assess Exploratory Fishing Proposals and hence any proponent should ensure that each item in the Checklist is fully addressed within their proposal. In addition, the SC has recommended that a proponent ensures that scientific personnel with appropriate expertise and experience are present at the meeting in which the proposal is discussed.

Submission of Late Papers

6. Papers that are pertinent to the Provisional Agenda or supplementary items that are submitted later than 30 days before the meeting will be included as Late Papers in the draft Document List.

The Scientific Committee will decide whether or not to accept the Late Papers and will approve the final Document list as per Rule of Procedure 4.4.

Information Papers

7. Commission members, Cooperating Non-Contracting Parties and Observers (Rules of Procedure 9) may submit Information Papers to the Executive Secretary. Information Papers that are submitted at least 30 days before the meeting will be included in the draft Document List.

¹⁷ Decisions of the Scientific Committee are made in accordance with Article 16 of the Convention

Any information papers submitted later than 30 days before the meeting will be included as Late Information Papers in the draft Document list.

Formatting

8. All submitted papers should include a summary paragraph. Inclusion of this paragraph is intended to streamline the drafting of the Final Scientific Committee report.

Presentations

9. All presentations to the SC should conform with the following guidelines:
 - a copy of the presentation should be provided to the Secretariat no later than the day prior to it being discussed;
 - describe clearly the SC research question being addressed;
 - indicate if the presentation is:
 - new unfinished work presented for information only; or,
 - a completed work, with suggested advice and recommendations;
 - an update of previous work presented to the SC;
 - omit large, unreadable tables and excessive (especially small) text;
 - finish with a slide that requests advice / provides recommendations to the SC;
 - use one slide per minute as a rule of thumb;
 - presentations should be less than 15 minutes; if additional time is needed seek prior permission from the SC Chairperson.